

	Portales Police Department	SOP #	107.04
	Standard Operating Procedure & Policy	ADM. #	07.04 07.05
	Structure & System		
1700 N. Boston St. Portales NM, 88130			
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

The purpose of this directive is to define the command structure of the Department and to delineate the supervisory authority. The order of rank for personnel within the Police Department is:

- A. Chief of Police
- B. Deputy Chief
- C. Lieutenant
- D. Sergeant/Detective Sergeant
- E. Corporal
- F. Patrol Officer

II. STRUCTURE

- A. The Deputy Chief commands all Divisions and the Lieutenant will report directly to the Deputy Chief.
- B. Each Division is commanded by the Lieutenant.
 - 1. Each Division shall be under the direct command of only one supervisor.
 - 2. Personnel assigned within a Division are accountable to only one supervisor at any given time.
 - 3. The span of control of civilian supervisors is limited to civilian employees in that particular Division.
 - 4. Civilian employees are accountable to only one supervisor at any given time.
- B. Supervisory personnel are responsible for the performance of employees

under their immediate control.

- C. The effective span of control of each supervisor normally should not exceed 9 (nine) assigned employees except under unusual, temporary or emergency conditions.
- D. Responsibilities are delegated whenever necessary, to the lowest echelon possible for satisfactory execution.
 - 1. Personnel exercise such authority as is commensurate with delegated authority.
 - 2. Personnel are responsible for the authority that is exercised and fully accountable for its use.
- E. In any situation where personnel from two or more organizational units are involved and the chain of command for that incident is not covered in other policies or procedures, the highest ranking or senior officer in grade is in command.
- F. All personnel shall promptly obey any lawful order of a superior. In the event the superior officer is unable to communicate directly, any employee of the same or lesser rank may convey the order.
- G. Orders conflicting with previous commands or with provisions of written directives are called to the attention of the supervisor. If there is no retraction or alteration, the order stands as given.
- H. Personnel who are given orders which they feel to be contrary to written directives of the Department should obey the order to the best of their ability. Personnel receiving an unlawful or improper order shall promptly report such in writing to the Chief of Police through the chain of command. This written memorandum contains the facts of the incident and the action taken. Appeals for relief from such orders may be made at this time.
- I. Command or supervisory officers shall not knowingly give any order which is in violation of law, ordinances, or written directives.

III. STAFF MEETINGS

While the Department is comprised of two separate Divisions, each Division must allow for communication, coordination and cooperation among all functions. To facilitate this end, and to encourage and support the exchange of information between specialized functions, periodic staff meetings are held.

- A. The Chief of Police calls a staff meeting of supervisory personnel whenever necessary. These meetings may be more frequent and personnel attending may be restricted according to the subject matter being

discussed.

IV. SUPERVISORY AUTHORITY

A. First Line Supervisory Authority

Sergeants are the first line supervisory authority in the Department and are responsible for, and have authority in, directing and monitoring the performance and conduct of subordinates, which includes, but is not limited to, the following:

1. Assure adherence to Department directives, policies and procedures;
2. Counseling and coaching of subordinates in an effort to maintain the efficiency of the Department;
3. Reception of complaints concerning the actions of personnel;
4. Invoking the disciplinary process.
5. The overall direction and control of their respective shifts or units. They are responsible for seeing that subordinate officers carry out directives in guiding personnel toward the accomplishment of Department goals.

B. Command Officers Responsibility

Command level officers are Lieutenants and above. They are responsible for the overall direction and control of their respective Divisions. They are responsible for seeing that subordinate supervisors carry out directives in guiding personnel toward the accomplishment of Department goals.